

United States Department of Agriculture Office of the Chief Financial Officer National Finance Center P.O. Box 60000 New Orleans Louisiana 70160

Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 05-2, System for the Statement of Earnings and Leave (EARN) and IRS

Form W-2, Wage and Tax Statement, Data Are Added to the Reporting Center

Date: January 6, 2005

To: Holders of the Payroll/Personnel Manual

Users may now access the Statement of Earnings and Leave (EARN) and the IRS Form W-2, Wage and Tax Statement, data via the Reporting Center which is available through a link under the Application Launchpad on the National Finance Center's (NFC) Web site at <a href="https://www.nfc.usda.gov">www.nfc.usda.gov</a>. The Statement of Earnings and Leave and the W-2 Wage and Tax Statement reports are available on the Workforce Reports menu within the Reporting Center. Entry instructions for executing these reports and sample output reports are displayed in the attachment to this bulletin.

## **Security**

Security access must be requested for users not currently using the Reporting Center. Current Reporting Center users may need to request additional access if they do not currently have access to the Workforce Reports menu and access to sensitive data. These requests should be sent by your agency NFC Security Officer by e-mail to *nfc.securityofc@usda.gov* or by fax to **504-253-5798**. This request must include the following information:

- User name, social security number, and user ID
- Department name, agency name, and agency contact telephone number
- Application Name (Reporting Center)
- Menu Name (Workforce Reports with access to sensitive and detail data)

#### **Procedures**

The Reporting Center procedure is being updated to include the information in this bulletin. To view and/or print this procedure, go to NFC's home page and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click *List by System Acronym*, then search for Reporting Center on the list provided.

#### Inquiries

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System



N F (CAPPS) representative. Please refer questions about the Reporting Center to Customer Support at **504-255-5230** or via e-mail at *customer.support@usda.gov*.

MARK J. HAZUDA, Director

Government Employees Services Division

Attachment

BULLETI

# Statement of Earnings and Leave

### To run the Statement of Earnings and Leave report:

- **1.** Log on to the Reporting Center from the Application Launchpad on NFC's Web site at *www.nfc.usda.gov*.
- **2.** On the Reporting Center menu, select the Workforce Reports menu.
- **3.** On the Workforce Reports menu, select the Statement of Earnings and Leave report. The Statement of Earnings and Leave report (window 1) (**Figure 1**) is displayed.

Employee Social Security Number:

Figure 1. Statement of Earnings and Leave report (window 1)

- 4. Complete the Employee Social Security Number field as follows:
  Employee Social Security Number Type the 9-digit social security number of the employee for whom you want to run the report.
- **5.** Click [Done]. The Statement of Earnings and Leave report (window 2) (Figure 2) is displayed.

Employee Social Security Number:
Payroll Pay Period:

Figure 2. Statement of Earnings and Leave report (window 2)

- **6.** Select the Payroll Pay Period field and use the scroll bar to select the applicable pay period for the report.
- 7. Click [Done]. The applicable year and pay period are displayed in the Payroll Pay Period field.
- **8.** Click **[Go]**. The Earnings and Deductions Statement (**Figure 3**) is displayed.

21 OVERTIMI 31 HOLIDAY 44 CASH AWA 51 ANNUAL L 52 SICK LEAN 54 COMPENS 56 OTHER LE 57 RETIREMI 77 15 TSP-FERS 76 SOCIAL SI 77 FEDERAL 78 ST TAX L 81 FEGLI- CO 82 OPT FEGLI 83 FEHBA - E 86 CHARITAE 88 SAVINGS 88 SAVINGS 88 40 TSP LOAN 97 MEDICARI 65 AM	AR TIME EL REIMBU FIME - PRE AY WORKE AWARD AL LEAVE ENSATORY R LEAVE Y PERIOD EMENT ERS L SECURIT AL TAX EX	RATE 386.00 PA	PAY PERI MO DA YR 10/17/2004 TYPE EMPL F/T	MO DA YR	P/P 21	90-22-	CONTACT POINT >>>>>>	_   8	CCT STAT	ORG STRUCTURE 90-70-40-0040	POI 5317	PAY PLAN GS	GR 12	ST 06	AD-334 USDA
SALARY  88366.00  CODE  01 REGULAR 17 50 TRAVEL B 21 OVERTIB 31 HOLIDAY 1 44 CASH AW 34 ANNUAL L 32 SICK LEAN 34 COMPENS 36 OTHER LE 37 FEDERAL 38 STAX L 38 STAX L 39 FEHBA - E 30 FEHBA - E 30 FEHBA - E 31 FEGLI - CO 32 OPT FEGLI 33 FEHBA - E 34 FEHBA - E 35 CHARITAE 38 SAVINGS 39 MEDICARI 30 MEDICARI 31 MEDICARI 32 MEDICARI 33 FEHBA - E 34 CHARITAE 35 CHARITAE 36 SAVINGS 37 MEDICARI 38 SAVINGS 38 HODICARI 38 MEDICARI 39 MEDICARI 30 MEDICARI 30 MEDICARI 31 MEDICARI 32 MEDICARI 33 MEDICARI 34 MEDICARI 35 MEDICARI 36 MEDICARI 37 MEDICARI 38 MEDICARI 38 MEDICARI 38 MEDICARI 39 MEDICARI 30 MEDICARI 30 MEDICARI 30 MEDICARI 31 MEDICARI 32 MEDICARI 33 MEDICARI 34 MEDICARI 35 MEDICARI 36 MEDICARI 37 MEDICARI 38 MEDICARI 38 MEDICARI 38 MEDICARI 38 MEDICARI 38 MEDICARI 39 MEDICARI 30 MEDICARI 30 MEDICARI 30 MEDICARI 31 MEDICARI 31 MEDICARI 32 MEDICARI 33 MEDICARI 34 MEDICARI 35 MEDICARI 36 MEDICARI 37 MEDICARI 38 MEDICARI 38 MEDICARI 38 MEDICARI 39 MEDICARI 30 MEDICARI 30 MEDICARI 30 MEDICARI 31 MEDICARI 31 MEDICARI 32 MEDICARI 33 MEDICARI 34 MEDICARI 35 MEDICARI 36 MEDICARI 37 MEDICARI 38 MEDICARI 38 MEDICARI 39 MEDICARI 30 MEDICARI 30 MEDICARI 31 MEDICARI 32 MEDICARI 33 MEDICARI 34 MEDICARI 35 MEDICARI 36 MEDICARI 37 MEDICARI 38 MEDICARI 39 MEDICARI 30 MEDICARI 30 MEDICARI 31 MEDICA	AR TIME EL REIMBU TIME - PRE AY WORKE AWARD EL LEAVE ENSATORY R LEAVE EMENT ERS L SECURIT AL TAX EX	RATE 366.00 PA	TYPE EMPL F/T	SCD FOR LEAVE	21			0	010	90-70-40-0040	5317	GS	12	06	
REGULAR   7 50	AR TIME EL REIMBU TIME - PRE AY WORKE AWARD EL LEAVE ENSATORY R LEAVE EMENT ERS L SECURIT AL TAX EX	366.00 PA	EMPL F/T	LEAVE		RET. DE									
CODE  11	AR TIME EL REIMBU FIME - PRE AY WORKE AWARD AL LEAVE ENSATORY R LEAVE Y PERIOD EMENT ERS L SECURIT AL TAX EX	'		3/15/1		THIS APP	RET. DEDUCTIONS HIS APPOINTMENT STATEMENT OF EARNINGS AND LEAVE						LEAVE		
01 REGULAR 17 50 TRAVEL 6 21 OVERTIM 31 HOLIDAY 14 CASH AW 31 ANNUAL L 32 SICK LEAN 34 COMPENS 36 OTHER LE 2 TAN DAY P 2 TO DE TERM 2 TO TERM 2 TO TERM 2 TO TERM 3 TO TERM 4 TO TERM 5 TO	EL REIMBU FIME - PRE AY WORKE AWARD AL LEAVE EAVE ENSATORY R LEAVE Y PERIOD EMENT ERS L SECURIT AL TAX EX				985		7,	511.97	<u> </u>						
01 REGULAR 17 50 TRAVEL 6 21 OVERTIM 31 HOLIDAY 14 CASH AW 31 ANNUAL L 32 SICK LEAN 34 COMPENS 36 OTHER LE 2 TAN DAY P 2 TO DE TERM 2 TO TERM 2 TO TERM 2 TO TERM 3 TO TERM 4 TO TERM 5 TO	EL REIMBU FIME - PRE AY WORKE AWARD AL LEAVE EAVE ENSATORY R LEAVE Y PERIOD EMENT ERS L SECURIT AL TAX EX					EARNIN	IGS AND DEDU	CTIONS	3						
01 REGULAR 17 50 TRAVEL 6 21 OVERTIM 31 HOLIDAY 14 CASH AW 31 ANNUAL L 32 SICK LEA 34 COMPENS 36 OTHER LE 17 50 RETIREM 17 515 TSP-FERS 17 FEDERAL 18 ST TAX L 18 FEGLI CO 32 OPT FEGL 33 FEHBA - E 34 CHARITAE 38 SAVINGS 38 SAVINGS 38 40 TSP LOAN 30 MEDICARI 31 ANNUAL L 32 ANNUAL L 33 FEHBA - E 34 CHARITAE 36 CHARITAE 37 MEDICARI 38 SAVINGS 38 AU 39 MEDICARI 38 ANNUAL L 38 ANNU	EL REIMBU FIME - PRE AY WORKE AWARD AL LEAVE EAVE ENSATORY R LEAVE Y PERIOD EMENT ERS L SECURIT AL TAX EX		ITEM							HOURS AMOUNT					
17 50 TRAVEL R 21 OVERTIM 31 HOLIDAY 44 CASH AWA 51 ANNUAL L 52 SICK LEA 53 COMPENS 56 OTHER LE 57 FEDERAL 77 FEDERAL 78 ST TAX L 58 FEHBA - E 58 CHARITAE 58 SAVINGS 58 SAVINGS 58 TAX L 58 SAVINGS 58 SAVINGS 58 TAX L 58 SAVINGS 58 TAX L 58 SAVINGS 58 SA	EL REIMBU FIME - PRE AY WORKE AWARD AL LEAVE EAVE ENSATORY R LEAVE Y PERIOD EMENT ERS L SECURIT AL TAX EX			DESCRIPTION					P/P	Y-T-D		P/P	<u> </u>	Y	/-T-D
17 50 TRAVEL R 21 OVERTIM 31 HOLIDAY 44 CASH AWA 51 ANNUAL L 52 SICK LEA 53 COMPENS 56 OTHER LE 57 FEDERAL 77 FEDERAL 78 ST TAX L 58 FEHBA - E 58 CHARITAE 58 SAVINGS 58 SAVINGS 58 TAX L 58 SAVINGS 58 SAVINGS 58 TAX L 58 SAVINGS 58 TAX L 58 SAVINGS 58 SA	EL REIMBU FIME - PRE AY WORKE AWARD AL LEAVE EAVE ENSATORY R LEAVE Y PERIOD EMENT ERS L SECURIT AL TAX EX								e0 F0	4.070.00			000 50		ET 000
21 OVERTIMI 31 HOLIDAY 44 CASH AWW 51 ANNUAL L 52 SICK LEA 54 COMPENS 56 OTHER LE 57 TSP-FERS 76 SOCIAL SI 77 FEDERAL 78 ST TAX L 58 FEHBA - E 58 CHARITAE 58 SAVINGS 58 TSP LOAN 59 MEDICARI 58 TSP LOAN 58 TSP L	TIME - PRE AY WORKE AWARD AL LEAVE EAVE ENSATORY R LEAVE Y PERIOD EMENT ERS L SECURIT AL TAX EX							63.50	1,370.00			2,688.58		57,886. 54.	
31 HOLIDAY'  44 CASH AWA  51 ANNUAL L  52 SICK LEA'  54 COMPENS  56 OTHER LE  57 TOLER L  57 SCIAL SI  77 FEDERAL  78 ST TAX L  51 FEGLI- CO  52 OPT FEGL  53 FEHBA - E  54 CHARITAE  58 SAVINGS  59 MEDICARI  50 TAX L  51 FEGLI- CO  52 OPT FEGLI  53 FEHBA - E  54 CHARITAE  55 CHARITAE  56 MEDICARI  57 MEDICARI  58 TAX L  58 SAVINGS  59 MEDICARI  50 TAX L  51 FEGLI- CO  52 OPT FEGLI  53 FEHBA - E  54 CHARITAE  55 CHARITAE  56 CHARITAE  57 TAX L  58 TAX L  58 TAX L  59 TOLER  50 TAX L  50 TAX L  51 TAX L  52 OPT FEGLI  53 FEHBA - E  54 TAX L  55 TAX L  56 TAX L  57 TAX L  58 TAX L  59 TOLER  50 TAX L  5	AY WORKE AWARD AL LEAVE EAVE ENSATORY R LEAVE Y PERIOD EMENT ERS L SECURIT AL TAX EX	TRAVEL REIMBURSEMENTS  OVERTIME - PREMIUM RATE							2.50	139.50			105.86		5,906.
44 CASH AWW. 61 ANNUAL L 62 SICK LEAN 64 COMPENS 66 OTHER LE 67 ANNUAL L 68 ANNUAL L 69 ANNUAL L 60 AN	AWARD  KL LEAVE  EAVE  ENSATORY  R LEAVE  Y PERIOD  EMENT  ERS  L SECURIT  AL TAX E)  X LA EXEM	HOLIDAY WORKED							2.50	3.50			100.00		148.
61 ANNUAL L 62 SICK LEAN 64 COMPENS 66 OTHER LE 68 TANNUAL L 69 THER LE 69 THER LE 60 THER LE 60 THER LE 60 THER LE 61 TEP-FERS 61 TEP-FERS 61 TEP-FERS 62 OPT FEGLING 63 FEHBA - E 63 FEHBA - E 63 FEHBA - E 64 TEP-LOAN 65 TEP-LOAN 66 TEP-LOAN 67 MEDICARI 68 TAX L 68 TEP-LOAN 68 TEP-LOAN 69 TEP-LOAN 69 TEP-LOAN 60 TEP-	L LEAVE EAVE ENSATORY R LEAVE Y PERIOD EMENT ERS L SECURIT AL TAX E) X LA EXEM	CASH AWARD								0.00					875.
### SICK LEAN ### COMPENS ### ### COMPENS ### COMPENS ### COMPENS ### COMPENS ### COMPENS ### ### COMPENS ### COMPENS ### COMPENS ### COMPENS ### COMPENS ### ### COMPENS ### COMPENS ### COMPENS #### COMPENS #### COMPENS #### COMPENS ####################################	EAVE ENSATORY LEAVE Y PERIOD EMENT ERS L SECURIT AL TAX EX	ANNUAL LEAVE							16.50	193.25			698.61		8,112.
## COMPENS ## COMPENS ## AX	ENSATORY R LEAVE  Y PERIOD  EMENT ERS L SECURIT AL TAX EX X LA EXEM	SICK LEAVE								153.25					6,467.
75 02 RETIREMI 75 15 TSP-FERS 76 SOCIAL SI 77 FEDERAL 78 ST TAX L 81 FEGLI- CO 82 OPT FEGLI 83 FEHBA - E 85 CHARITAE 88 SAVINGS 88 40 TSP LOAN 97 MEDICARI 80 AN	Y PERIOD EMENT ERS L SECURIT AL TAX EX	COMPENSATORY LEAVE								2.00					81.
75 02 RETIREMI 75 15 TSP-FERS 76 SOCIAL SI 77 FEDERAL 78 ST TAX L 81 FEGLI- CO 82 OPT FEGLI 83 FEHBA - E 85 CHARITAE 88 SAVINGS 88 40 TSP LOAN 97 MEDICARI 87 AN	EMENT ERS L SECURIT AL TAX EX	OTHER LEAVE								121.50					5,102.
75 02 RETIREMI 75 15 TSP-FERS 76 SOCIAL SI 77 FEDERAL 78 ST TAX LI 81 FEGLI- CO 82 OPT FEGLI 83 FEHBA - E 85 CHARITAE 88 SAVINGS 88 40 TSP LOAN 97 MEDICARI 80 MEDICARI	EMENT ERS L SECURIT AL TAX EX														
75 15 TSP-FERS 76 SOCIAL SI 77 FEDERAL 78 ST TAX LI 81 FEGLI- CO 82 OPT FEGI 83 FEHBA- E 85 CHARITAE 88 SAVINGS 88 40 TSP LOAN 97 MEDICARI 88 MEDICARI	ERS L SECURIT AL TAX EX X LA EXEM	**** PAY PERIOD H				82.50			3	,493.05		84,634.			
76 SOCIAL SI 77 FEDERAL 78 ST TAX LI 81 FEGLI- CO 82 OPT FEGL 83 FEHBA- E 85 CHARITAE 88 SAVINGS 88 40 TSP LOAN 97 MEDICARI 88 MEDICARI	L SECURIT AL TAX EX X LA EXEM	RETIREMENT											27.10		621.:
77 FEDERAL 78 ST TAX L 81 FEGLI- CO 82 OPT FEGL 83 FEHBA- E 85 CHARITAE 88 SAVINGS 88 40 TSP LOAN 97 MEDICARI 88 M	AL TAX EX	TSP-FERS											169.36		3,882.
78 ST TAX LI 81 FEGLI- CO 82 OPT FEGL 83 FEHBA- E 85 CHARITAE 88 SAVINGS 88 40 TSP LOAN 97 MEDICARI 88 MARAMARARA T 88 MARAMARARARA T 88 MARAMARARARARA T 88 MARAMARARARA T 88 MAR	X LA EXEM	SOCIAL SECURITY (OASDI)											209.57		5,084.
81		FEDERAL TAX EXEMPTS M04											360.78		9,365.
82 OPT FEGI 83 FEHBA - E 85 CHARITAE 88 SAVINGS 88 40 TSP LOAN 97 MEDICARI ************************************	COVERAG	ST TAX LA EXEMPTS M02											106.29		2,611.
83	FEGLI- COVERAGE \$91,000												13.65		313.
85 CHARITAE 88 SAVINGS 88 40 TSP LOAN 97 MEDICARI  *** *** *** ************************	OPT FEGLI-AGE BRACKET 3												29.60		679.
88 SAVINGS 88 40 TSP LOAN 97 MEDICARI 88 AN AN ANAMANAN T 88 AN DD/EFT RI AUTH DENOM-	FEHBA - ENROLL CODE 105												112.88		2,580.
88 40 TSP LOAN 97 MEDICARI  88 88 88 88 88 88 88 88 88 88 88 88 88	CHARITABLE CONTRIBUTNS												2.00		46.
MEDICARI  MARAMANANA T  MARAMANANA T  MARAMANANANA T  MARAMANANANANANA  MARAMANANANANANANA  MARAMANANANANANANANANANANANANANANANANANA	SAVINGS ACCT >000000000085												200.00		4,600.
AN AN DD/EFT RI	TSP LOAN REPAY (FED)												38.60		887.8
AUTH DENOM-	ARE TAX V	MEDICARE TAX WI	HHELD										49.01		1,188.9
AUTH DENOM-	************ TOTAL DEDUCTIONS *********														04.000
AUTH DENOM-	** TUTAL L	TOTAL DE	OUCTIONS ***									1	1,318.84		31,860.6
AUTH DENOM-															
AUTH DENOM-	**************************************											2	,174.21		52,774.
	FROUTING	DD/EFT ROUTING I	D. xxxxxxxx												
	BOND ACCOUNT  DENOM- DEDUC- BALANCE NO. ISSUE					IE		YEA	RIUDAIEI	EAVE STATUS	DDO IECTE	PROJECTED		,	
			AV				ACCRUE	D	USED	BALANCE	USE OR LOSE		PT. HRS UNAPP		иах. с/о
						ANN	16	8.00	149.50	255.50		55.50			240.0
						SICK	8	4.00	139.75	646.25					LEAVE
	_				_	COMP								_	CATEG 8
								IEALT!	HIEREENS	ICTOBER 474		<u> </u>			-
							JOIN THE CHALLENGE HEALTHIERFEDS-OCTOBER 4TH- DECEMBER 26TH. FOR MORE INFORMATION VISIT:								
							MMV.OPM.GOV/								
		TSP OPEN SEASON IS OCT.15-DEC.31, FEHB AND FSA OPEN SEASON NOVEMBER 8-DECEMBER 31, CONTACT YOUR													
							NG PERSONNEI								
					•	Offi	cial Pay Date 1	1/11/2	004						

Figure 3. Statement of Earnings and Leave report (with criteria)

# W-2 Wage and Tax Statement

## To run the W-2 Wage and Tax Statement report:

- **1.** Log on to the Reporting Center from the Application Launchpad on NFC's Web site at *www.nfc.usda.gov*.
- **2.** On the Reporting Center menu, select the Workforce Reports menu.
- **3.** On the Workforce Reports menu, select the W-2 Wage and Tax Statement report. The W-2 Wage and Tax Statement report (**Figure 4**) is displayed.



Figure 4. W-2 Wage and Tax Statement report

**4.** Complete the fields as follows:

**Employee Social Security Number** - Type the nine-digit social security number for the employee whose W-2 you are requesting.

**Year** - Type the year of the W-2 that you are requesting.

**5.** Click **[Go]**. The employee's W-2 (**Figure 5**) is displayed.

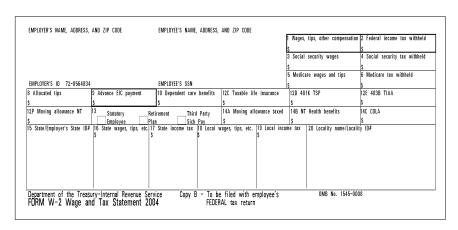


Figure 5. Employee's W-2